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CONFIDENTIAL

15 May 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 8-15 May 1956

1. Basic Management. Basic Management #25 began Monday, 14 May, with 14 students GS 12-15. Two of the sixteen students originally enrolled were cancelled, both from the Office of the Comptroller. Twelve of the 14 students are from DD/S components. Of these, four are from the Office of Personnel. These four are the first students from the Office of Personnel this year.

2. Possible Cancellation of Basic Management #26. Two presentations of a special Management Course for the SR Division are scheduled for 28 May--8 June and 11--22 June. This will probably require either cancellation or rescheduling of Basic Management #26 (GS 11-13), 18--29 June. During the past two weeks, the Registrar and all major users of the Basic Management course have been so advised; it was for this reason that three GS-12's were admitted to Basic Management #25. We will avoid cancelling if possible. To date, we have never failed to present a Management or Supervision course as scheduled.

3. Management Conference. Because production commitments make it impossible for the AD/SI to take part in the Management Conference scheduled for 21 May, the Conference has been postponed. October is the earliest feasible date to bring together the top staff of OSI; we are now planning to hold the Conference 1-5 October inclusive.

4. Management Course, SR Division. Cases and course material are being readied for the special management course which is to begin 28 May for SR Branch Chiefs and equivalent personnel. [] spent parts of two days in the Division during the past week.

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Chief, Management Training

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